

City Manager Recruitment Process

Item D.5

May 8, 2024



CITY OF
RENO

Reno City Charter

- Article I, Section 1.090.1
 - City Council shall provide for the appointment of a City Manager
- Article 3, section 3.020.3
 - Any vacancy in the City Manager position must be filled by the City Council no later than 6 months after the vacancy occurs

Recommended Process

- Independent Executive Recruitment Firm
 - Recruitment Strategy Development
 - Candidate Profile Development
 - Outreach and Recruitment Period
 - Screen and Vet Applicants
 - Facilitate Interview Process with Council

General Recruitment Timeline



Recommended Motion

I move to approve authorizing the Human Resources Department to identify and select an Executive Recruitment Firm, execute a contract with the firm not to exceed \$75,000, and manage the firm to bring forth a qualified and vetted candidate pool for Council's consideration in selecting a City Manager no later than six (6) months after the vacancy occurs in the position, as per Article 3, section 3.020 of the Reno City Charter.